

## DEPARTMENT OF ENERGY – PAYROLL CALENDAR FOR 2004

<b>Pay Period</b>	<b>Leave Period</b>	<b>Default Labor Run<sup>1</sup></b>	<b>Certification Completed</b>	<b>Dates Covered</b>	<b>Holiday</b>	<b>Pay Date</b>
0401	25	Dec 29, 2003 (4:00 pm EST)	Dec 30, 2003 (4:00 pm EST)	Dec 14-27	Dec 25	Jan 8, 2004
0402*	26	Jan 12, 2004	Jan 13, 2004	Dec 28-Jan 10	Jan 1	Jan 22
0403	01	Jan 26	Jan 27	Jan 11-24	Jan 19	Feb 5
0404	02	Feb 9	Feb 10	Jan 25-Feb 7		Feb 19
0405	03	Feb 23	Feb 24	Feb 8-21	Feb 16	March 4
0406	04	March 8	March 9	Feb 22-Mar 6		March 18
0407	05	March 22	March 23	March 7-20		April 1
0408	06	April 5	April 6	Mar 21-Apr 3		April 15
0409	07	April 19	April 20	Apr 4-17		April 29
0410	08	May 3	May 4	Apr 18-May 1		May 13
0411	09	May 17	May 18	May 2-15		May 27
0412	10	May 28	June 1	May 16-29		June 10
0413	11	June 14	June 15	May 30-June 12	May 31	June 24
0414	12	June 28	June 29	June 13-26		July 8
0415	13	July 12	July 13	June 27-July 10	July 5	July 22
0416	14	July 26	July 27	July 11-24		Aug 5
0417	15	Aug 9	Aug 10	July 25-Aug 7		Aug 19
0418	16	Aug 23	Aug 24	Aug 8-21		Sept 2
0419	17	Sept 3	Sept 7	Aug 22-Sept 4		Sept 16
0420	18	Sept 20	Sept 21	Sept 5-18	Sept 6	Sept 30
0421	19	Oct 4	Oct 5	Sept 19-Oct 2		Oct 14
0422	20	Oct 18	Oct 19	Oct 3-16	Oct 11	Oct 28
0423	21	Nov 1	Nov 2	Oct 17-30		Nov 10
0424	22	Nov 15	Nov 16	Oct 31-Nov 13	Nov 11	Nov 24
0425	23	Nov 29	Nov 30	Nov 14-27	Nov 25	Dec 9
0426	24	Dec 13	Dec 14	Nov 28-Dec 11		Dec 23
0501	25	Dec 27	Dec 28	Dec 12-25	Dec 24	Jan 6, 2005
0502	26	Jan 10, 2005	Jan 11, 2005	Dec 26-Jan 8	Dec 31	Jan 20, 2005

<sup>1</sup> All exceptions, i.e., annual leave, compensatory time earned, etc. must be entered by the time default labor is scheduled for processing. This process populates the rest of the regular tour of duty. The Capital Accounting Center runs default labor for all DOE organizations with the exception of Albuquerque, Richland, Idaho, Oak Ridge, Savannah River, Nevada, SWPA, and WAPA. These offices run default labor themselves and may have a different schedule.